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5 November 1947

MEMORANDUM FOR THE ASSISTANT DIRECTOR, OO.

SUBJECT: Agreement between Contact Branch and Foreign Documents Branch on Translations.

1. Representatives of Contact Branch, Foreign Documents Branch, and Planning Staff, OO, have tentatively agreed upon the following procedures for handling foreign language material and translations which are of interest to or fall within the sphere of responsibility of both branches. The procedures will be effective immediately, but may be reviewed on request of either branch, if implementation should prove difficult or impractical.

2. Unpublished Material

Any unpublished or covertly published foreign language documents collected by Contact Branch which are thought worthy of translation and publication, will be translated by FDB and issued as intelligence information reports by Contact. Requests and material will be transmitted directly from branch chief to branch chief, and will be allotted priorities in accordance with the system established by OCD and FDB for special translations requested by CIA offices.

3. Published Material

Any overtly published foreign language documents, (except the press), collected by Contact Branch will be forwarded to Foreign Documents Branch, which will be responsible for abstracting and/or translating the material and issuing the resultant intelligence information report. After such processing, the original material will be sent to CIA Reference Center for filing.

4. Translations

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Any English translations of foreign language/publications which are received by Contact Branch will be issued as reports by this branch with the following conditions:

a. Prior to publication, Foreign Documents Branch will be notified by Reports Division, Contact Branch, of the existence of the translation, and whether it will be abstracted, summarized, or reprinted in full by Contact Branch.

b. Foreign Documents Branch will be informed of the number assigned to the report on publication, or provided with a copy of the translation when practicable.

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